Partnership with Parents Policy  
EYFS: 1.10, 3.27, 3.72, 3.73

This document outlines the policy for Partnership with Parents at Silkstone Pre School Playgroup Limited.

The Pre-School Playgroup recognises that many different types of family love and care for all their children. When a family expresses an interest in sending their child to Silkstone Pre-School Playgroup Ltd, an information booklet is sent out to them.

Mission Statement:  
The aim of Silkstone Pre School Playgroup Ltd is to provide the best care and education for the children who attend.

We have Policies and Procedures in Pre School to cover the following:-

- Admissions Policy
- Settling in Policy and Procedures
- Key Person Policy
- Confidentiality Policy
- Partnership with Parents Policy
- Fees Policy
- Equality and Diversity (Equal Opportunities) Policy
- Managing Behaviour Policy
- Safeguarding/Child Protection Policy and Procedures
- Policy and Procedures for Collection of Children
- Cause for Concern Policy and Procedures
- Missing/Lost Child Policy and Procedures
- Attendance Policy
- Existing Injury Policy and Procedures
- Allegations against a member of Staff/Volunteer/Student
- Incident Policy
- Monitoring Staff Behaviour Policy
- Supervision Policy
- Alcohol/Other Substances Policy
Parents are asked to complete a registration form which gives details of the child; parents; medical history; allergies; special diets; religion; who can collect their child and emergency contact numbers. Parents are also required to give their consent for emergency treatment, first aid, medication, outings and photographs on.

With regard to the collection of the child, it is the duty of the parent/carer to inform the setting if anyone other than themselves will be collecting their child. It is also their responsibility to inform the setting of any changes in circumstances, any significant happenings which could affect their child’s behaviour at the setting, or if the child will be absent.
Parents can be involved within the setting through serving on the Committee as either an Officer or non-designate member; volunteering to help out at events such as Christmas Plays, Easter or Sports Day or sharing their skills such as electrician, joiner, artist etc. Parents are actively encouraged to volunteer within the setting or at events.

Parents can also be involved in the consultation and decision making process of the setting by either becoming Committee Officers or attending meetings arranged by the Committee.

Within the setting there is a Manager who deals with the day to day running of the group, a Named Person who deputises in the Manager’s absence, and they are supported by Early Years Practitioners and Apprentices.

As part of the conditions of receiving the Early Education Funding (EEF) the setting is inspected by Ofsted to ensure that the Standards for the EYFS are being met. The Inspections cover the Standards for Learning, Development and Care from birth to five.

The setting keeps a registration form of each child and they are kept in a lockable cabinet. All staff has access to the records as they are Key Persons. As a Key Person they are responsible for observing, monitoring and reporting the progress of the child to the parent. All staff at Silkstone Pre School Playgroup Ltd are responsible for the undertaking of observational assessments. These observations will be done with sensitivity to help the staff plan to meet young children’s individual needs. Reports are also issued at regular intervals, but parents are encouraged to talk to their child’s Key Person if they have any concerns. Daily Diaries are available for completion by staff, parents and children for sharing of information.

The activities are planned and cover the three Prime areas of the EYFS – Personal, Social and Emotional Development, Communication and Language, Physical Development, and the four Specific areas - Literacy, Mathematics, Understanding the World and Expressive Arts and Design. At the beginning of each half term, information is sent out detailing the learning objectives that the setting aims to cover; together with the topic information so that parents can be involved in their child’s learning outside of the Pre School environment. The Parents’ Notice Board details the weekly activities. Our activities also include child initiated topics.

Throughout each half term, Newsletters, Information Details and Notices are sent out by the Pre School advising parents of forthcoming events.

Parents must understand the need for confidentiality when information may need to be shared, for example, in a medical emergency or suspected Safeguarding/Child Protection issues.

The Pre School recognises that parents are the experts regarding their own child and are their child’s first educator. The staff at Silkstone Pre School Playgroup is an extension of this and are there to offer personal support to both the parent and the child. Silkstone Pre School Playgroup Ltd is registered with OFSTED and is inspected by them regularly. Their report is made available for all parents/carers to peruse.
We are registered with the Department for Education to accept Early Education Funding (EEF) for all eligible three and four year olds, starting the term after their third birthday.

We are also registered with the Charities Commission and the Pre School is a member of the Pre-School Learning Alliance.

We gained Limited Liability Status in Autumn 2002 and the registered office is: Bank Chambers, Market Street, Huddersfield.

This policy was reviewed and updated at a meeting of Silkstone Pre School Playgroup Ltd Held on 12 September 2016

Date to be reviewed – September 2017

Signed on behalf of Silkstone Pre School Playgroup Ltd

Name of Signatory – SAMANTHA JOHNSON

Role of Signatory – CHAIR OF COMMITTEE